



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OGC-06-050 (KS)

JOB TITLE: Legal Intern, GS-301-7

AREA OF CONSIDERATION: All Sources

OPENING DATE: 03/31/06

CLOSING DATE: 04/14/06 (Applications must be received by 5:00 p.m. EDT)

PROMOTION POTENTIAL: None

STARTING SALARY: GS-7, \$36,671 pa

NOTE: THIS POSITION IS COVERED UNDER THE STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) AND IS TEMPORARY NOT-TO-EXCEED ONE YEAR. THIS APPOINTMENT DOES NOT CONFER COMPETITIVE STATUS AND CANNOT BE CONVERTED TO A CAREER/CAREER CONDITIONAL APPOINTMENT. THIS POSITION IS INTENDED FOR STUDENTS RESIDING IN THE WASHINGTON, D.C. METROPOLITAN AREA ONLY.

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

THIS POSITION IS IN THE EXCEPTED SERVICE.

Legal Intern, GS-301-7 (One Position), Court Services & Offender Supervision Agency (CSOSA), Office of General Counsel (OGC), Washington, DC.

DUTIES: This position is located in the Office of the General Counsel (OGC) which is responsible for providing legal advice and direction on issues in areas of labor and employment law, tort liability, appropriations law, confidentiality, and corrections law. The incumbent will assist the attorneys with researching legal references through verification of citation and statutory references contained in legal documents. Provide assistance to attorneys in administrative hearing preparation and other litigation activities. Draft and prepare a variety of legal documents including legal memoranda, correspondence, discovery requests and responses, pleadings, policies, ethics opinions, etc. Review, comment on, and draft responses to documents (e.g., policies, incoming correspondence, opinions, discovery requests, and investigations). Provide legal and administrative support for all OGC functions including litigation support and document production, and occasional Freedom of Information Act/Privacy Act matters.

QUALIFICATIONS: One full year of graduate level education or Superior Academic Achievement (SAA) or 1 year of specialized experience equivalent to at least a GS-5. For the GS-7, Applicants must have superior academic achievement (3.0 GPA). S.A.A. is based on (1) Class Standing – Applicant must be in the upper third of the graduating class in a college or university; (2) Grade Point Average (GPA) – Applicant must have a grade-point average of: (a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum OR one year of graduate level education.

Specialized experience for the GS-7 level is experience researching legal references and providing assistance to attorneys in trial preparation and courtroom presentation. Examples include maintaining a master calendar of assigned active cases, tracking hearing dates, developing and maintaining suspense systems for ongoing cases.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of their experience, education, and training. Applicants will also be evaluated based on the quality of their writing.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST IN ADDITION TO THE RESUME OR APPLICATION FORM PROVIDE A WRITING SAMPLE.

PROGRAM REQUIREMENTS: Interested applicants **MUST** be enrolled or accepted for enrollment as a degree-seeking student in an accredited law school, university, graduate or professional school or at least a half-time basis (determined by the particular school or university); **MUST** be a U.S. citizen.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612) or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Applicants must submit a copy of their law school transcript (copies are acceptable) or a list of law school and any other relevant courses that includes hours and grades.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz on (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAJobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to

satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.